



NORTHEAST CORRIDOR REGION

WASHINGTON TERMINAL

K TOWER TRAIN DIRECTORS MANUAL

OCTOBER 1, 2013

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INTRODUCTION

This manual contains information and instructions regarding K Tower operations that supplement the NORAC Operating Rules, Timetable Special Instructions, Electrical Operating Instructions (AMT-2), and Special Instructions Governing Operation of Signals and Interlockings (AMT-4). If any Operating Rule, Special Instruction, or Electrical Operating Instruction changes in a way that conflicts with an instruction in this manual, the Operating Rule, Special Instruction, or Electrical Operating Instruction will govern.

Such discrepancies should be promptly brought to the attention of the Manager Train Operations, so they can be corrected in the next revision of this manual. Prior to such a revision, changes may be made to the procedures outlined in this manual by publishing new procedures in the Washington Terminal Yard Bulletin (WTYB).

This manual covers situations and procedures that are encountered in the course of K Tower operations, and difficulties that arise in the application of some emergency procedures. While the term “Train Director” is used in most of the instructions in this manual, all instructions apply equally to Assistant Train Directors who may be involved in the relevant operation.

All Train Directors and Assistant Train Directors will be provided a copy of this manual. Up-to-date copies will be maintained on both Train Director desks of the K Tower operating floor. If anything in this manual is not clear to any employee, contact the Manager Train Operations for clarification. In case of doubt, the safe course must be followed.

1. GENERAL INSTRUCTIONS

1.1. SUPERVISION

The immediate supervisor of K Tower personnel is the Manager Train Operations (MTO). When the MTO is not on duty, the Train Master or Road Foreman on duty is responsible for supervision of K Tower.

1.2. ASSUMING DUTIES

Before assuming duty, Train Directors must read and familiarize themselves with any new notices and directives in effect in Washington Terminal which includes the current Washington Terminal Yard Bulletin (WTYB), General Orders, Bulletin Orders, and Supplemental Bulletin Orders in effect since their last tour of duty.

1.3. TRANSFER RECORD AND TRAIN MOVEMENT SHEETS

Before going off duty, the Train Director and Assistant Director - Flags and Orders are responsible for properly completing the section of the Transfer Record corresponding to the shift which will be coming on duty. This Train Director and Assistant Train Director must confer with all Tower personnel to ensure that all necessary information is included in the transfer. This should include notation of fouls and tracks or switches out of service. The word "None" must be written when there are no Form Ds, etc., in effect.

All incoming Tower personnel must read the section of the Transfer Record corresponding to the shift which they are beginning. When fouls and tracks or switches out of service are noted on the Transfer Record, they must refer to the orange-covered *K Tower Foul Time/RWP Record* book or the red-covered *K Tower Blocking Device Record* book for details.

The Train Director(s) and Assistant(s) coming on duty must then complete the duty time blocks and sign the bottom portion of the Transfer Record. Duty time information is for Hours of Service purposes and must be completed as follows:

1. Number of consecutive hours off duty prior to going on duty.
2. Beginning and ending times for hours on duty.
3. Total time on duty

(The above requirements must be documented in real time using exact hours and minutes)

If an employee works beyond the normal tour of duty, the time off duty block must be adjusted accordingly.

The Train Director or Assistant who operates the primary interlocking machine will also maintain the Train Movements record for trains arriving and departing Washington Terminal. Each page must be dated and numbered.

1.4. USE OF RED-COVERED K TOWER BLOCKING DEVICE RECORD BOOK

When blocking device protection is required for a circumstance other than a blue flag, Form D, or foul time, the required blocks must be recorded in the *K Tower Blocking Device Record* book, which has a red cover. When blocking a switch, the position in which it is blocked must be recorded.

Maintaining this record is the responsibility of the Train Director or Assistant Train Director who operates the primary interlocking machine. Examples of blocks recorded in this book include those that protect track or switches out of service by Bulletin Order, or ordered out of service by an MW Foreman or a C&S Maintainer, and protection requested by the CSX "BC" dispatcher for the terminal leads toward QN or F interlockings.

1.5. RADIO PROCEDURES

Radio transmissions must follow the procedures and use the code words specified in NORAC rule 708. Additionally:

K Tower employees identify themselves as "Amtrak K Tower."

Yard crews, station engineers and utility conductors are identified by crew assignment numbers. The initial "7" may be dropped. For example, crew 702A may be referred to as "Two A" and 732C may be referred to as "Thirty-two C."

1.6. PRIORITY OF TRAINS

Except in emergencies, or when otherwise directed by a supervisor or the CETC 1 dispatcher, trains must be dispatched in the priority listed below:

1. Commuter revenue passenger trains.
2. Amtrak Acela Express trains.
3. Other Amtrak revenue passenger trains.
4. Scheduled deadhead passenger equipment moves.
5. Amtrak non-revenue trains.
6. Commuter non-revenue trains.

Trains must be dispatched in the most efficient manner possible without compromising safety or schedule. The above priorities may be altered by supervision and/or the CETC 1 Train Dispatcher based on track availability and sequence considerations.

1.7. REPORTING UNUSUAL OCCURRENCES

When a service disruption occurs, or a train has departed late or loses time due to an unusual occurrence, the Train Director must be sure the Coordinator of Terminal Services (Division Control Center) is notified of the disruption or occurrence (direct line or 2301).

C&S maintainers (2362) and the Coordinator of Terminal Services must be promptly notified of all reports of switch or signal failures, TOLs, broken rail, or other track defects.

The Train Controller and Zone 6 Power Director (8-728-2257) must be promptly notified of all reports of catenary problems.

1.8. RESPONSIBILITY WHEN POSTING TRAIN DIRECTORS AND ASSISTANT TRAIN DIRECTORS

Train Directors are responsible for the proper supervision of posting Train Directors (Posters) who are assigned to qualify with them during their tour of duty. Train Directors must not leave Posters alone without giving them specific instructions on the activities they can and cannot perform while the qualified Train Director is not present. Other qualified Train Directors on duty may temporarily fill the role as instructor if needed.

Assistant Train Directors are responsible for the proper supervision of posting Assistant Train Directors (Posters) who are assigned to qualify with them during their tour of duty. Assistant Train Directors must not leave Posters alone without referring them to another qualified Assistant Train Director or Train Director on duty.

1.9. FRA REQUIREMENT FOR RESTRICTIONS TO BE IN WRITING

FRA radio regulations require that mandatory directives given by radio be issued in writing. The FRA defines a mandatory directive as any movement authority or speed restriction that affects a railroad operation. Any instructions issued by radio for a train or track car to operate at a specific speed must therefore be issued by Form D, TSRB addition, or WTYB addition.

1.10. TRAIN DIRECTOR COMMUNICATION TO TRAINS – TRAIN DELAY UPDATES

Train crews are required to keep passengers informed of the reason and expected duration of any delay. Therefore, when a train is delayed for reasons not involving the crew on board, the Train Director must provide the crew with adequate information regarding the reasons for and expected duration of the delay. They must update this information every 15 minutes. The Train Director may make an open radio broadcast when many trains are involved and circumstances make it difficult or impossible to update each train individually.

1.11. OBTAINING PROTECTION FROM CSX “BD” DISPATCHER

Protection of foul time or track(s) out of service south of the 18LA and 20LA signals requires that protection be provided at CP Virginia by the CSX “BD” Dispatcher.

When K Tower screens displaying CSX railroad are in operation, the Train Director may rely on visual indication of blocking devices applied by the “BD” Dispatcher. The blocking device application must be recorded in the appropriate location as follows:

[BDA or BDR] [Northward or Southward] Main track at CP Virginia – time – “BD” Dspr.

If the CSX screens in K Tower are not working, the blocking device application record must include the “BD” dispatcher’s initials.

2. RULES APPLICATIONS

2.1. BLOCKING DEVICE PROTECTION ON THE NX CONSOLE

NORAC rules that require the Dispatcher (Train Director or Assistant Train Director) to apply blocking devices to “the controls of signals” can create confusion in relation to eNtrance-eXit machines such as those used at K Tower. In most cases the NX machine does not provide direct control of signals.

NX machines function by selecting and executing a signaled route. Once the route is executed the switches involved in the route will line and lock and a signal will be displayed. Although the entrance and exit buttons used to request routes correspond to signal locations, and are numbered the same as the signals, they control routes and not individual signals. This is especially clear in that the same buttons serve as both entrance points corresponding to signals and as exit points that do not correspond to signals. Treating them as “the controls of signals” in relation to blocking device protection can cause difficulty in maintaining train operations in the vicinity of a protected track.

Buttons on the NX console that directly control signals:

- Those that allow northbound movement onto station tracks 22-26, tracks 38-42 at “J” bridge, tracks 51 and 52.
- Terminal lead tracks connecting to the CSX “QN” and “F” interlockings.
- Signals that allow southbound movement onto tracks 38-42 at “K” bridge.
- Northbound signals at CP Avenue when they are under local control by K Tower.

Only blocking devices applied to these buttons should be referred to as signal blocking devices (ex. BDA 347 sig.) when recording blocking device application.

Blocking devices applied to other route control buttons on the NX console should be referred to as Panel Blocking Devices (PBDA) when recording blocking device application. This is true for any button that completely controls signaled access to a track immediately adjacent to the button location.

NX route control buttons that cannot be referred to as Panel Blocking Devices are those that can be run past using the “couple-by” feature of the NX machine. These buttons should simply be referred to as “**Button**” when recording blocking devices application. Train Directors and Assistant Train Directors must ensure that blocking devices are applied to sufficient “Button(s)” and/or switches to prevent entrance into a protected track by means of the “couple-by” feature.

Note: The buttons labeled 1339 and 1340 in the First Street tunnels on the NX console have been disconnected. They do not provide any control over the signals

at the corresponding location. Those signals are now automatic, and are identified by the number 1367 (See SI 277-W2).

2.2. BLOCKING DEVICE PROTECTION WITH TMM SOFTWARE – WYE BRIDGE

The Train Movement Manager software used to control switches and signals at Wye Bridge Switching Center functions on the NX (eNtrance-eXit) principle similar to the main console at K Tower. However, this software offers more options for protection of track segments than the main console.

Like the main console, switches at Wye Bridge can be blocked in normal or reverse position. In addition, when providing protection for conditions other than blue flag, the Train Director or Assistant Train Director has the option of applying blocking devices at route entrance points (signals), route exit points (exit pads), and specific track segments. This method of protection for foul time and tracks out of service is straightforward in comparison to the main console.

2.3. AUTHORIZING REVERSE MOVEMENTS WITHIN INTERLOCKINGS

In the application of NORAC Rule 612 “Reversing Direction within an Interlocking” and Rule 613 “Movement Not Governed by Fixed Signal Indication”:

Permission for a reverse movement within interlocking limits must be given by the Train Director or Assistant Train Director and is required for each individual movement. When permission is given, the route must not be changed until it is known that the movement has been completed.

Before permitting a movement to enter interlocking limits from a track not controlled by K Tower for the purpose of changing directions without completely clearing into the interlocking (“short shifting”), the Train Director must clarify, as appropriate, whether more than one signal will be required in order to complete the move, and/or how much time will be required to complete the planned work.

Change of directions will not require additional authority from the Train Director unless the train operates beyond the specified location or entire train enters interlocking limits.

2.4. PROTECTION OF FOUL TIME

Permission to foul a track must be granted only to employees who are qualified on the physical characteristics. Maintaining the record of blocking devices applied and removed in the *K Tower Foul Time/RWP Record* book is the responsibility of the Train Director or Assistant Train Director operating the interlocking machine where protection is being provided.

Before Foul Time is granted:

1. All switches within the area to be fouled must be properly lined and blocking devices applied and recorded.
2. Switches must be properly lined and blocking devices applied to switches and NX buttons to prevent movement to the affected area. BDA's must be recorded.

2.4.1. C&S Switch Tests and Switch Inspection

When permission to foul a switch is requested by a C&S maintainer in order to work on that switch, the switch should be locked and blocking devices applied but that blocking device should not be recorded. Surrounding switches and NX buttons that could give access to the track to be fouled must be locked and blocking devices applied, and those blocking devices must be recorded. The application of surrounding blocking devices allow for the removal of the block device on the switch being fouled when the C&S employee working on the switch requests that the switch be thrown. The removal and re-application of blocking devices on the switch to be operated need not be recorded.

2.4.2. Foul Time Protection: First Street Tunnels

The 1367 signals (former 1339 and 1340 signals) in the First Street Tunnels on the Northward and Southward Main Tracks are now automatic signals and display Restricting as their most restrictive aspect. It is no longer possible to apply blocking devices to the controls of those signals and use them to protect foul time south of those signals. Therefore, when foul time is granted on any part of either the Northward or Southward Main Track, the foul must be protected on the north end by a applying a panel blocking device (PBDA) to the 18LB or 20LB button. Once foul time is authorized the track must not be used for shifting moves in the direction of the foul, regardless of the specific location of the foul.

3. FORM D / TSRB / WTYB PROCEDURES

3.1. DELIVERY OF NORTHEAST CORRIDOR FORM Ds BY K TOWER

Form Ds for trains operating between Washington and New York are transmitted to K Tower by fax at ATS 777-3998 and are delivered in accordance with Special Instruction 165-S1. When a Form D is received by fax it should be checked for completeness and legibility, including the Form D number and date at the top and the Dispatcher's signature and time effective at the bottom. It should then be re-transmitted to the Crew Dispatcher at 2411.

The employee handling Form Ds in the tower (Assistant Director Flags and Orders or "B" position Train Director, depending on the shift) must confirm receipt of the Form D with the Crew Dispatcher, and explain which trains are to receive it. The employee must then call the CETC Assistant Chief Dispatcher (8-728-2251; for Form Ds with 4-digit numbers) or 40 Office New York (8-528-7466; for Form Ds with 3-digit numbers) and confer regarding which train will be the first to receive the new Form D.

The employee handling Form Ds must also:

1. Ensure that crews receive all applicable Form D's when they inquire about instructions.
2. Make a record of which trains have received each Form D, TSRB addition or other instructions.
3. Inform the Dispatcher of the issuing Division (CETC Assistant Chief Dispatcher or 40 Office) of the last train to receive the Form D when it is cancelled.

3.2. ACTIONS WHEN NECESSARY TO DELIVER A FORM D AFTER THE CREW HAS INQUIRED ABOUT FORM D'S OR TSRB ADDITIONS

1. Apply or order the application of blocking devices to prevent the train from leaving its station track.
2. Deliver the Form D to the train.
3. Confirm that the **Engineer** has received a copy of the Form D. This confirmation must be received before blocking devices referenced in item "1" above are removed.

At the start of each shift the employee handling Form Ds for that shift must confer with CETC Assistant Chief Dispatcher to verify Mid-Atlantic Division Form Ds to be delivered, and with 40 Office New York, to verify Northeast Division – West Form Ds to be delivered. Any Form Ds issued by K Tower and addressed to trains arriving from the Northeast Corridor should also be confirmed in these calls.

If the K Tower fax machine is out of service, the CETC Assistant Chief and 40 Office in New York should be asked to transmit Form Ds to the Manager Train Operations (ATS 777-3554). They should also be informed that this fax machine is not located in the control room and will not be checked until they call to inform K Tower that a fax has been sent.

3.3. FORM D BOOKS

K Tower Form D books, as well as cancelled or fulfilled Form Ds delivered by K Tower, are to be placed in the designated files, to be collected and stored by the MTO.

3.4. EQUIPMENT NOT LISTED IN THE TIMETABLE

Upon receiving proper authority from supervision, Train Directors will issue a Form D allowing operation in Washington Terminal of equipment not listed in the Northeast Corridor Timetable, or allowing equipment to operate on track(s) where it is normally restricted. Necessary information may be obtained via the Division Control Center.

3.5. PROTECTION OF TEMPORARY SPEED RESTRICTIONS

The Train Director must take the following actions when informed by an MW Foreman that a temporary speed restriction is necessary:

1. Document in the AIM system the restricted location and direction, the name of the foreman ordering the restriction, and the expected duration of the restriction. Note that the time of initiation is recorded automatically.

Note: Because the AIM system makes no provision for documenting details such as switch numbers or positions, speed restrictions issued to trains must cover the limits without reference to these details.

2. Apply or order the application of blocking devices to prevent trains that have not received the restriction from entering the restricted track area. These blocks must remain in place until the restriction is lifted or it is known that ALL trains that could be routed over the affected area have received the restriction. Blocking devices may be removed to route a train through the restriction only after confirming that the crew has received notification of the restriction by Form D, TSRB or WTYB addition and must be immediately reapplied. Blocking device application and removal must be recorded in the AIM system / Form D book.
3. Issue the necessary Form D as explained in the Section 3.6.
4. When necessary to route a train that has not received the restriction, route around the restriction unless this would cause excessive delay. If necessary to issue the restriction by radio, do so as a TSRB addition in the case of Mid-Atlantic division trains or a WTYB addition for VRE trains and yard crews. Use a Form D only for trains 29/30, CSX MARC trains, trains arriving from the south, or others that do not carry either the TSRB or the WTYB.

- a. When issuing a TSRB addition, read as follows: “Mid-Atlantic Division TSRB effective 5:00 am (day and date); Section B, Restrictions Received En Route: Line WT, Between / At, Track(s), Passenger speed, Freight (none), Signs (no), Dispatcher (initials).”
 - b. Remember that track numbers and speeds must be given digit-by-digit.
 - c. After a correct read-back give the Time Effective (*this time is established with the initial issuance of the TSRB addition and will remain for subsequent trains.*)
 - d. For a WTYB addition, use the same format as the TSRB.
5. All Temporary Speed Restrictions entered into the AIM system and not cancelled will be included in the draft TSRB assembled after 3:00 am each day. Such TSRs will be submitted to K Tower for approval before the TSRB is finalized. Restrictions must remain on the TSRB until cancelled by an MW Foreman. TSR’s that are scheduled to be cancelled during the TSRB assembly process and not in effect after 5am, may be omitted from the TSRB.

3.6. ISSUING FORM D FOR TEMPORARY SPEED RESTRICTION

In regard to issuing speed restriction Form D’s for Washington Terminal it is important to describe the location of the speed restriction as accurately as possible, to avoid unnecessary delay to trains not actually affected by the restriction as ordered by the MW Foreman. This is often difficult due to the large number of tracks and switches within a small area, and the limited number of physical characteristics that can be used in specifying a temporary speed restriction.

For the sake of simplicity it is also important to accurately address temporary speed restriction Form Ds only to those trains that could be affected by the given temporary speed restriction.

The following material will simplify and speed the issuance of such Form Ds by providing guidance for a wide range of situations.

3.6.1. General Notes

Use the AIM system to write the Form D. Form D addresses and other needed text are included, which can speed up the completion of the Form D. The system can also be used to transmit the Form D.

Use Form D Line 1 or Line 13 if the speed restriction will not fit on Line 1. Line 13 must follow the same format as Line 1.

The following suggestions are based on the assumption that blocking device protection will be maintained as long as the speed restriction is in effect.

3.6.2. Speed Restrictions in High Line Station Tracks and most areas North:

Start with the following general address; simplify it when possible based on the location of the speed restriction, as detailed in the following sections:

Form D Address:

C & E All Trains Operating WT Line at Washington, via K Tower

C & E Westward Trains at New York destined Washington Terminal, via T.O.C.

C & E Trains Destined Washington Terminal Originating at Landlith or 30th Street Station

C & E MARC Trains Originating at Baltimore, Martins, or Perryville

C & E MARC Trains Originating at Riverside, Brunswick, Martinsburg or Frederick

C & E VRE Trains Originating at Broad Run or Crossroads

Washington Terminal Yard Crews, Station Engineers, and Utility Conductors

3.6.3. Restrictions in “C” Interlocking

Most restrictions in “C” interlocking must be issued to all trains operating to and from the Northeast corridor and trains 29/30, as well as all MARC trains and most VRE trains (those going to or from the yard).

Address exceptions: In some cases, the address can be simplified, as follows:

A speed restriction north of the 442 switch going toward QN should be addressed only to MARC Brunswick Line trains and trains 29/30.

A speed restriction north of the 462 switch going toward F should be addressed only to MARC Camden Line trains.

A speed restriction on 38 track should not be addressed to VRE trains.

A speed restriction on 40 track north of the 456 switch or on 42 track north of “H” bridge should not be addressed to VRE trains, MARC Camden or Brunswick trains, or trains 29/30. In this case change the first line of the address to: ***“C & E Northward Trains at Washington destined PW Line, via K Tower.”***

A speed restriction in an area that is only used by trains going to or from the yard should be addressed only to ***C & E VRE trains at Washington, Broad Run, and Crossroads; Washington Terminal Crews, Station Engineers and Utility Conductors at Washington , via K Tower***

When defining the limits of a temporary speed restriction, the following physical characteristics may be used as appropriate:

- Limits of “C” interlocking
- CP Avenue
- “K” signal bridge
- New York Avenue OH Br

New York Avenue OH Br (overhead bridge): switch 440 and the 456 and 462 crossovers are south of the bridge; the 464 crossover is under the bridge; and switch 442 and crossovers 472, 476, and 460 are north of the bridge. The 505 signal is about 1 car-length north of the bridge.

NOTE: Milepost 135 is just south of the east end of the New York Avenue overhead bridge. While it is technically permissible to use this whole milepost in specifying a speed restriction, there does not seem to be any good reason to do

so; the New York Avenue overhead bridge is much more prominent. In addition, the milepost is hidden from trains approaching from the north.

3.6.4. Restrictions between “K” and “J” Signal Bridges

These speed restrictions should pose no special problems. Use the address and exceptions described above for “C” interlocking and write the restriction on Line 1: “Line: WT; Trk: [track number]; Between: “J” and “K” signal bridges; Psgr [speed]; Signs: No”.

3.6.5. Restrictions in “K” Interlocking

Many speed restrictions in “K” interlocking must be issued to all trains operating to and from the Northeast corridor and trains 29/30, as well as all MARC trains and most VRE trains (those going to or from the yard).

Address exceptions: In some cases, the address can be simplified, as follows:

A restriction that cannot be run over from low-level tracks should not be addressed to VRE trains.

A restriction that cannot be run over from tracks 17 through 30 should not be addressed to MARC trains (but there might be an exception to this).

A restriction that affects only non-electrified tracks does not need to be addressed to trains operating to or from PW Line.

When defining the limits of a temporary speed restriction, the following physical characteristics may be used as appropriate:

- “H” and “J” signal bridges
- “K” Tower
- Appropriate Station Track Numbers

3.6.6. Restrictions in Low Level Station Tracks

For restrictions on Low Level station tracks or those parts of “K” Interlocking that connect only with the Low Level station tracks, use the following addresses:

C & E All Trains Operating WT Line at Washington, via K Tower

C & E Westward Trains at New York destined Washington Terminal, via T.O.C.

C & E Trains Destined Washington Terminal Originating at Landlith or 30th Street Station

C & E Trains destined Washington at Richmond, Charlottesville, or Newport News

C & E MARC Trains Originating at Baltimore, Martins, or Perryville

C & E VRE Trains Originating at Broad Run or Crossroads

Washington Terminal Yard Crews, Station Engineers, and Utility Conductors

These restrictions do not need to be addressed to CSX MARC trains.

Depending on the track, it may be possible to drop Penn Line MARC trains from the address above.

If the restriction is in “K” interlocking, drop the portion “Trains destined Washington at Richmond, Charlottesville, or Newport News” from the address.

3.6.7. Restrictions in “A” Interlocking: Address

C & E Southward Trains at Washington, via K Tower

C & E Trains Destined Washington Terminal Originating at Landlith or 30th Street Station

C & E Westward Trains at New York destined Washington Terminal, via T.O.C.

C & E Trains destined Washington at Richmond, Charlottesville, or Newport News

C & E VRE Trains Originating at Broad Run or Crossroads

Washington Terminal Yard Crews, Station Engineers, and Utility Conductors

3.6.8. Restrictions in “A” Interlocking North of AC Motor Stop signs

When defining the limits of a temporary speed restriction, the following physical characteristics may be used as appropriate:

- South end of Station Track(s)
- North Portal First Street tunnel

3.6.9. Restrictions between 1367 Signals and CP Virginia

Drop “Westward Trains at New York” and “Washington Terminal Yard Crews...” from the address in 3.6.7 above.

When defining the limits of a temporary speed restriction, the following physical characteristics may be used as appropriate:

- CP Virginia
- South Portal First Street tunnel
- North Portal First Street tunnel

3.7. CANCELLING ELECTRONICALLY TRANSMITTED FORM DS

When canceling a faxed Form D issued with a blanket address, fax the cancelled Form D to the same locations as the original Form D. Then call each location to verify receipt of the cancelled Form D and ask the person confirming receipt to remove and destroy remaining copies of the original Form D.

3.8. MW WORK ON TRACKS WITH TEMPORARY SPEED RESTRICTIONS

When a track with a temporary speed restriction is taken out of service, the speed restriction must NOT be cancelled.

Before the out-of-service Form D is cancelled, the Foreman named in that Form D must personally advise the Train Director of the maximum allowable speed at which trains may be operated. The temporary speed restriction must then be modified or cancelled to suit the prevailing conditions.

3.9. WTYB PREPARATION

The Train Director working the “B” position on midnight shift is responsible for the preparation of the daily Washington Terminal Yard Bulletin. The WTYB goes into effect at 3:00 AM each day, and must be faxed to all distribution locations before that time.

Most information on the WTYB is carried over from one day to the next. Under Safety Issues the “injury-free days” and “days without a major operating rule violation” lines should be updated as appropriate. Under Operational Information, lines related to private car and special train movements should normally be deleted and replaced with the information for the new day. In addition, add or delete lines as requested by the MTO, Train Controller, Train Master, or Yard Master.

Detailed instructions for using the Microsoft Word application to create the WTYB are contained in a separate manual.

3.10. FORM D USED TO CANCEL PART OF WTYB

If a Form D is used to cancel part of the WTYB, it must be addressed to:

*C & E VRE Trains at Washington, Broad Run, or Crossroads, via “K” Tower;
Washington Terminal Yard Crews, Station Engineers, and Utility Conductors*

In the body of the Form D, Line 13 must be used as in this example:

Item 6 of the WTYB effective 3:00 AM, 7/16/2012 is cancelled.

4. WASHINGTON TERMINAL OPERATIONS

4.1. LOW LEVEL TRAIN ROUTING

When displaying a signal for a train to leave a low-level track and simultaneously routing a following move into the same track, avoid using a call-on for the following move if there is a possibility that the call-on signal will drop due to the first move clearing the track.

4.2. COMPUTER OR COMMUNICATIONS MALFUNCTION – WYE BRIDGE

When a switch at Wye Bridge Switching Center goes out of correspondence while being run over (a frequent occurrence due to track bed conditions) the Train Movement Manager software used to control Wye Bridge will report that the switch is locked in the field and cannot be thrown. The only solution is to close and restart the TMM software.

When a modem or other communications failure makes it impossible to control Wye Bridge from K Tower it is generally necessary to dispatch a qualified Train Director or Assistant to operate the local control panel at the Wye Bridge CIH.

This machine is a vertically-mounted entrance-exit board which combines the functions of the display and console boards at K Tower. As at K Tower, press an entrance button and an exit button to line a route and display the signal(s). Manual control of switches is by means of three-position rotary switches located at the bottom of the panel.

The Train Director or Assistant operating at Wye Bridge CIH should be equipped with a handset radio. The telephone number for Wye Bridge CIH is 2366.

4.3. COMPUTER OR COMMUNICATIONS MALFUNCTION – “A” INTERLOCKING

When a modem or other communications failure makes it impossible to control “A” interlocking from K Tower, it is generally necessary to dispatch a qualified Train Director or Assistant to operate the local control panel at the “A” interlocking block house (“A” Tower) at the south end of 30 track. Panel blocks sometimes come into effect automatically when a communication failure occurs. These must be cleared manually before beginning operations at “A” Tower.

This machine at “A” interlocking is NOT an entrance-exit machine. Starting at the north end of the interlocking, set all switches to normal position. Routes must then be lined manually by throwing each required switch starting from the south end (regardless of the direction of intended movement). Once a valid route has been lined, press the button at the starting end of the route to display the corresponding signal. For simplicity of operation, and to avoid errors, return all switches to normal position after completion of each move.

The Train Director or Assistant operating “A” Tower must be equipped with the necessary forms to record application and removal of blocking devices to protect blue flags and other necessary blocking. This employee should be equipped with a handset radio. The telephone number at “A” Tower is 2418.

4.4. DRAGGING EQUIPMENT DETECTOR SOUTH OF LANDOVER

When a train approaching Washington actuates the dragging equipment detector south of Landover, any signal displayed at CP Avenue for that train will drop to Stop Signal. The CETC-1 dispatcher will instruct the train crew to come to a safe stop and inspect the train. After receiving the crew's inspection report, the dispatcher will call K Tower and instruct us to reset the DED. Do this by pressing the DED button at the extreme right (North) end of track 2 or 3 on the main console. Then redisplay the southbound signal at CP Avenue.

4.5. DERAIL ON TERMINAL LEAD TO CSX "QN" INTERLOCKING

There is an automatic derail located between switch 442 and signals 443 / 445 leading to / from the terminal lead in the direction of CSX "QN" interlocking. The NX machine does not include any manual control for this derail; it moves to the running (reverse) position only when the NX machine lines a route over it.

Therefore, if it becomes necessary to manually line a route over this derail, a C&S employee (2362) must be present to properly line the derail for movement. Permission for a train to pass a stop signal and proceed over a route that includes the derail must not be given until the C&S employee verifies that the derail is properly lined.

5. COMMUNICATIONS & SIGNALS (C & S) PROCEDURES

5.1. LOW AIR PRESSURE PROCEDURES

Air Pressure at Electro-Pneumatic Interlockings (AMT-4, Item 15)

The following instructions apply to interlockings controlled by K Tower when the initial low air alarm sounds indicating depleted air pressure below 45 psi.

1. As soon as possible line essential switches for routes most likely to be used as described in instructions 5.1.1 – 5.1.3.
2. Notify the C&S Maintainer and Control Center employee on duty.

Note: Interlocking signals are not arranged to display a restricting signal when air pressure drops below 20 psi. The signal system will not be affected due to this low air condition. When air pressure is below 20 psi, signals must not be displayed unless C&S Maintainers confirm that all switches in the route to be used have been blocked and spiked in the required position.

5.1.1. “A” Interlocking

As soon as possible, attempt to line the 17 and 23 crossovers for Normal movement, as this will allow for through operation in the First Street tunnels even if other moves cannot be made. If possible, line other switches for the next known movements.

5.1.2. “K” Interlocking

Line the following crossovers Normal: 134, 218, 228, 254, 326, 328, 332. Next, try to line the 116, 118, and 122 crossovers Normal. Then line single switches for the next known movements without reversing any of these crossovers.

Remember to take advantage of the fact that the 460 crossover is electric and will function regardless of air pressure.

5.1.3. “C” Interlocking

Line 432 and 434 Normal to allow for route 3 main line to 40 track. Line 462 Normal if during rush hour when MARC Camden Line trains are running. Keep 464 Normal, 472 and 476 Reverse.

Note: If air pressure cannot be restored within a short period of time, preparations should be made to position road diesel locomotives to supply air at one or more of the following locations:

- North end 22 track
- 42 Track between H and J bridges
- 42 Track north of K bridge
- South end 52 track
- Block of station tracks

5.2. REPORTING SIGNAL FLIPS, FAILURES, NON-CONFORMITIES, ETC.

All flips, failures, nonconformities, and other unusual occurrences of cab signal apparatus must be reported to the C&S department (2362) for follow-up investigation.

5.3. SIGNAL DROPS TO STOP IN FACE OF TRAIN

When a signal drops to Stop in the face of an approaching train, and the train passes the Stop Signal before it stops:

1. If all switches in the route continue to show locked in the correct position for the route, instruct the train to proceed at Restricted Speed to the next signal, and then continue on signal indication.
2. Attempt to determine the cause of the signal drop. If caused by anything other than operator error on the NX console, advise the C&S maintainer on duty. Also advise the Control Center and the Train Master or Road Foreman on duty.

5.4. SWITCH HEATERS

Switch heaters in Washington Terminal or turned on or off only by, or on the orders of, the C&S maintainer on duty. Controls for heaters in “K” and “C” interlockings are at the top center of the main console. The control for “A” interlocking is on the left end support pillar for the upper (display) board. Switch heaters at Wye Bridge are controlled directly by the C&S maintainers. (The Snow Melter function of the TMM software is not operational.)

5.5. MOMENTARY SIGNAL POWER LOSS OR SIGNAL FLIP

If displayed signals for routes previously established drop to stop and go into time due to a signal flip (momentary power loss), the signals should be re-displayed as soon as possible.

5.6. HIGHWAY CROSSING GATE MALFUNCTION

The only automatic highway crossing warning device in Washington Terminal protects the T Street crossing by which Metro employees enter and leave Metro’s Rhode Island Avenue yard. This section of T Street crosses the West Wye Lead and the West Storage Lead, and the CSX terminal lead to QN interlocking. A single set of gates and warning lights protects all three tracks, and is maintained by CSX.

The yard tracks are under the control of the Yard Master and the Yard Master will inform yard crews of the malfunction.

Amtrak police should be notified of the malfunction so they can provide protection of the crossing. Until police officers are in place, all departing trains destined for QN must be advised of the malfunction by the Train Director. The CSX “BC” dispatcher must also be notified, in order to provide notice to trains inbound from QN.

5.7. TRAFFIC CONTROL: FIRST STREET TUNNELS

C&S should be notified immediately when a failure of traffic control occurs in the First Street Tunnel.

When traffic control in the First Street Tunnels fails, it may be necessary for the Train Director to give trains permission to pass stop signals at “A” interlocking and / or for the CSX “BD” Dispatcher to give trains permission to pass stop signals at CP Virginia.

If traffic is established southbound at the time of the failure, northbound trains that must use the tunnel affected by the failure will need permission from the CSX “BD” Dispatcher to pass the stop signal at CP Virginia. The track in the tunnel to be used must be protected by K Tower in **one of two ways**:

1. Place and record blocking device application on the NX button controlling the exit point at the tunnel (18LB or 20LB).

OR

2. Establish the route and display signals for the affected train to proceed from the tunnel into its assigned station track.

It will also be necessary for the Train Director to issue trains Rule 241 permission to pass the stop signal at the South Portal. The route should be established and signals displayed for the train to proceed into its assigned station track before such permission is given.

If traffic is established northbound at the time of the failure, trains that must use the tunnel affected by the failure will need Rule 241 permission from the Train Director to pass the stop signal at the south end of their station track and / or at “A” Tower. Before giving such permission, the Train Director must ensure that the route has been properly lined through “A” interlocking **and** that the CSX “BD” Dispatcher has protected the tunnel to be used either with blocking devices applied at CP Virginia or with a route established for the train to continue movement through CP Virginia.

Note: It will not be necessary to give permission to pass the southbound numbered signals 1367 since these signals display Restricting as their most restrictive aspect. (See SI 277-W2; these are automatic signals and are labeled 1339 and 1340 on the K Tower control panel, but are not controlled by the buttons bearing those numbers.)

In rare cases traffic control fails in such a way that the CSX “BD” Dispatcher and K Tower can display conflicting signals into the same tunnel track. When this situation is observed, the CSX “BD” Dispatcher should be asked to protect the affected tunnel with blocking devices applied at CP Virginia, and that tunnel should then be used only for switching operations (not for through trains) until proper traffic control is restored.

6. MAINTENANCE OF WAY (MW) PROCEDURES

6.1. REPORT OF BROKEN RAIL OR PULL-APART

When a report is received of a broken rail or pull-apart, immediately apply blocking device protection and do not allow trains to use the affected track until otherwise advised by the MW department.

Exception: If it is not possible to route around the reported defect, trains may be permitted to operate over the reported broken rail or pull-apart at 4 MPH, or other speed specified by the MW foreman, when given a Form D in the following format:

Line 13: Broken rail [or Pull-apart] reported at [location]. Approach this point prepared to stop short of defect. Movement over defect must be directed by employee on ground and must not exceed 4 MPH [or other specified speed].

6.2. REPORT OF ROUGH SPOT OR DIP IN TRACK

When a report is received of a rough spot or a dip in the track, immediately apply blocking device protection and do not allow trains to use the affected track until otherwise advised by the MW department.

Exception: If it is not possible to route around the reported defect, trains may be permitted to run over reported rough spot or dip in the track at a speed specified by the MW foreman. This restriction must be issued to affected trains by Form D, TSRB addition or WTYB addition.

6.3. SLIPPERY RAIL DUE TO WEED SPRAYER

Train Directors must arrange to provide advance notification to the Engineers of the first three (3) trains that will operate over track where the weed sprayer has sprayed. These instructions may be given verbally.

6.4. TAKING TRACK OUT OF SERVICE FOR MAINTENANCE

In the application of NORAC Rule 133 and SI 133-S1, when issuing Form D line 4 or line 13 to remove a track from service for maintenance, the following steps must be taken before the Form D is made effective:

1. A barricade must be erected at each end of the work area, within the out-of-service limits. This must be a shunting barricade unless the shunt would interfere with operation on in-service tracks.
2. The effective shunt of each shunting barricade must be verified by model board indication.
3. If an end of the out-of-service territory is not located at a fixed signal governing access to the track, a C&S employee must verify that any signal routed toward the out-of-service track will not display an aspect more favorable than Restricting. (Requesting C&S assistance is the responsibility of the MW department.)
4. All required switch, signal, and panel blocking devices must be applied.

Note: See **SI 133-S1 “Protection of Out of Service Tracks”** which includes an exception to steps 1-3.

Prior to authorizing the Train Director to cancel the Form D, the MW Foreman must ensure that barricades are removed and track circuits restored to normal.

Change from Past Practice: Because the 1367 signals (former 1339 and 1340 signals) in the First Street Tunnels are now automatic signals and display Restricting as their most restrictive aspect, it is no longer possible to apply blocks to the controls of those signals and use them to protect track out of service south of those signals. Therefore, when taking any part of either the Northward or Southward Main Track out of service, the out-of-service territory must be protected on the north end by a panel block applied to the 18LB or 20LB button, and the track must not be used for shifting moves unless the crew on such a move is issued a copy of the Form D.

If the territory out of service includes track south of the 18LA or 20LA signals it must be protected by blocking devices applied by the CSX “BD” dispatcher at CP Virginia. See Section 1.11 of this Manual.

6.5. ADMITTING ADDITIONAL EQUIPMENT INTO AN OUT-OF-SERVICE TRACK

Additional equipment may enter out of service track limits after the person in charge of the additional equipment has received permission from the employee in charge of the out-of-service limits. The Train Director or Assistant Train Director must personally confirm this permission with the Foreman in charge of the out-of-service track. This confirmation must be obtained before permission is given to the additional equipment to pass a Stop Signal (Rule 241) to enter the out-of-service track.

6.6. TRACK SURFACING “30 MPH / 24 HOUR / 12 TRAIN” SPEED RESTRICTIONS

When an MW employee places a 30 MPH speed restriction on 40 or 42 track after surfacing, the restriction must remain in effect until 24 hours have elapsed and 12 trains have operated over the restriction, unless otherwise specified by the MW employee. After the 24 hour period, an MW employee may remove the restriction only after ensuring that enough trains have operated over the track.

Such temporary speed restrictions must not be permitted to remain in effect beyond the 24 hour/12 train limit unless required by the MW department. The Train Director must contact the Manager of Train Operations, Train Master or Road Foreman on duty if the restriction is not removed in a timely fashion.

6.7. TIMELY RECEIPT OF SPEED RESTRICTIONS

Foremen requesting to remove a track from service for maintenance must be advised that any speed restrictions placed by them on the track out-of-service must be received by K Tower no later than 4:00 AM to avoid delay during TSR process of publishing and issuing TSRB’s and Form D’s to all affected locations. Failure to comply with this directive must be reported to the Manager of Train Operations, Train Master or Road Foreman on duty.

6.8. SPERRY RAIL SERVICE: TESTING POLICY

Sperry Rail Car operation must not be allowed to interfere with passenger train operation.

The Sperry Rail Car may test while operating as a track car under interlocking rules. A Form D Line 4 or 13 taking track out of service is not required.

7. ELECTRIC TRACTION AND CATENARY PROCEDURES

7.1. CATENARY POWER OUTAGES – PLANNED

Planned removal of catenary power is scheduled on the Daily Track Usage form with the approval of the Manager of Train Operations, Train Master or Road Foreman on duty. Upon request from the Zone 6 Power Director (8-728-2257), Line 1 of a Plate Order Form, Side A, should be filled out immediately.

Plate Orders are numbered consecutively starting with the number 1(one) each day at midnight. When multiple Power Plates are requested for the same work group or job, the issuance of a single or multiple Plate Orders is at the discretion of the Train Director.

Detailed instructions for completing the Plate Order Form are located on Side A of the form. Blocking device application (Side A, Line 4; and Side B) and removal (Side B) should be recorded in red ink. Ignore the “*Copied By*” blanks on the Plate Order.

7.2. CATENARY POWER OUTAGES – UNPLANNED

Unplanned catenary power outages are usually caused by the tripping of a circuit breaker and are accompanied by a bell alarm and indicator light on the alarm panel located to the right of the main NX machine. The bell is silenced by moving the indicated toggle switch to the opposite position.

When an alarm is actuated, immediately retrieve the corresponding power plate (E1 through E7) from the power plate storage cabinet and post it on the NX machine. Attempt to stop (by radio) any electric moves that are routed into the affected territory.

Then contact the Zone 6 Power Director (8-728-2257). Inform the power director if you observed any flash or heard an explosion at the time of the alarm. The Power Director will inform you of the individual power plates where catenary power is de-energized; these plates often cover a smaller territory than that indicated by the initial alarm.

The Power Director will then want to know what electric motors are located within the affected area(s) and will want confirmation that pantographs are down on all such motors. If any electric engine was moving in the affected area at the time of the outage, the engineer must inspect the pantograph(s) for damage. In most cases, the Power Director will attempt to restore power as soon as it is confirmed that all pantographs in the affected area(s) are down.

If catenary power cannot be immediately restored, it will be necessary to complete a Plate Order Form for the affected power plates. On Line 1 cross out Requested By and write in Tripped, and the time of the tripping. Apply required blocking devices and complete the remainder of the form. Rewrite Line 6 to indicate a tripping rather than permission to remove power.

After some power outages the Power Director may ask that the next train operating in a specified area inspect the catenary for damage. The Train Director must relay this request to the engineer of the affected train, and must report the catenary inspection results to the Power Director.

7.3. PANTOGRAPH DAMAGE

Whenever pantograph damage is found the Train Director must immediately report the type of damage found and notify the Zone 6 Power Director (8-728-2257) and the Division Control Center. The electric motor must be shopped. If the motor is on a train that has passengers and is not in a station track, consult with the Power Director to determine if the motor is safe for movement into a station track.

If pantograph damage is found (other than carbon strip damage), the Train Director must instruct all trains to inspect for catenary damage on their route wherever it follows or parallels the route operated by the train with pantograph damage. Any reported catenary damage must be reported to the Power Director.

7.4. PROTECTION OF CATENARY PLATE ORDERS: A, K, & C INTERLOCKINGS

Train Directors and Assistant Train Directors are qualified to properly protect catenary power plates. However, protection that is both adequate and efficient is sometimes complex. Under operational pressure it may be difficult for Train Directors to give adequate consideration to the precise protection needed.

The following list of Power Plates and recommended Blocking Device Application is intended to allow for rapid protection of catenary power plates when careful consideration of the various possible methods is not possible. The lockups are intended to provide adequate protection without unnecessary impact on safe and efficient train movement.

7.4.1. CATENARY ALARM POWER PLATES

Plate	Page	Blocking Devices
E1	WT-A	PB 341, 409, 511, 275
E2	WT-B	SW 224N, 252N, 326N, 328N, 336N, 460N PB 273, 417, 419, 509
E3	WT-C	SW 434N, 456N PB 335, 413
E4	WT-D	PB 117, 119, 185, 175, 177, 187, 209, 16RA
E5	WT-E	SW 232N, 254N, 328N PB 273, 275, 313, 18RC, 18RB, 18RA, 18LB
E6	WT-F	SW 232N, 254N, 326N, 336N, 432R PB 117, 119, 335, 337, 413
E7	WT-G	SW 250N, 258N PB 171, 16RA, 18RB, 18RA, 20RA, 20RB, 20RC, 20LB

7.4.2. A – K – C INTERLOCKING POWER PLATES

Plate	Page	Blocking Devices
23M	WT32A	PB 189, 18RB
24M	WT32B	PB 191, 18RA
25M	WT34A	PB 215, 20RA
26M	WT34B	PB 217, 20RB
27M	WT39A	PB 181, 16RC
28M	WT39B	PB 183, 16RB
29M	WT40A	PB 209, 16RA
A1	WT30	PB 18RC, 18RB, 18RA, 18LB
A2	WT38	PB 20RA, 20RB, 20RC, 20LB
A29	WT40B	PB 16L, 20RC
A3	WT31	PB 18LB
A4	WT39	PB 20LB
AK22	WT29	PB 187, 18RC
AK223	WT28	PB 187, 18RC, 18RB, 18RA, 18LB
AK234	WT33	PB 189, 191, 18RB, 18RA
AK256	WT35	PB 215, 217, 20RA, 20RB
AK278	WT37	SW 240N PB 20RC, 16RA
AK293	WT40	PB 209, 16RA
AK427	WT36	SW 240N PB 20RA, 20RB, 20RC, 20LB, 16RA
C3	WT	SW 460N PB 509
C39	WT13	SW 456N PB 335, 413, 415, 417, 419
CL2	WT1	PB 511

Plate	Page	Blocking Devices
K10	WT5	PB 107
K103	WT11	PB 107, 109, 111, 115
K11	WT5A	PB 109
K119	WT23	PB 185, 175, 177, 187
K145	WT7	PB 117, 119
K16	WT10	PB 231
K17	WT15	PB 213
K18	WT24	PB 185
K1820	WT25	PB 185, 175, 177
K20	WT26	PB 177
K217	WT14	SW 218N PB 213
K22	WT27	SW 220R PB 175, 177, 187
K23	WT32	SW 250N
K242	WT19	SW 254N, 328N PB 273, 275, 313
K26	WT34	PB 241, 243
K38	WT4	PB 117, 119, 267, 269, 303, 305
K406	WT9	PB 267, 269, 271, 305, 307, 309
K41	WT16	SW 224N, 252N, 326N PB 273, 311
K42	WT21	SW 260N PB 275, 313
K42N	WT20	SW 328N PB 313
K42S	WT22	SW 224R, 250N
KC338	WT3	PB 267, 269, 303, 305, 413

Plate	Page	Blocking Devices
KC340	WT8	SW 432R PB 267, 269, 271, 305, 307, 309, 337
KC38	WT6	PB 333, 413
KC39	WT13A	SW 424N, 456N PB 335, 415, 417, 419
KC40	WT12	SW 432R, 330N PB 337
KC41	WT17	SW 460N PB 339, 417, 419, 509
KC42	WT18	SW 328N PB 313, 353, 421
LC3	WT2	PB 509

7.4.3. Coach Yard – Wye Bridge Power Plates

The following blocking only protects the “C” interlocking end of these power plates. Protection must also be provided at Wye Bridge Switching Center via the TMM software.

Plate	Page	Blocking Devices
25W	WT41	SW 434N, 456N PB 335, 413
C12	WT44A	PB 453
C50	WT43	PB 495
C501	WT44	PB 453, 487, 495, 497, 503
CW	WT44B	PB 487
CW50	WT45	PB 495
CW501	WT42	PB 453, 487, 495, 497, 503
CW52	WT46	SW 462N, 464N, 476N PB 501
ELW	WT51	PB 487
HSRCW52N	WT46A	PB 501
W51	WT53	PB 503
WES	WT48	PB 487
WYE	WT47	PB 487

8. EMERGENCY PROCEDURES

8.1. TRESPASSERS ON OR NEAR TRACKS

When responding to a report of trespassers on or near the tracks:

1. Immediately report the occurrence to the Train Controller, who will notify Amtrak police.
2. Notify approaching trains that there has been a report of trespassers on or near the tracks at the given location. Ask Engineers to report what they have seen after operating through the area.

If an Engineer requests guidance on how to operate through the area, advise to ensure that the engine headlight is on bright and be prepared to sound the horn if anyone is seen on or near the tracks.

3. If circumstances warrant instructing trains to be prepared to stop (for example, a report of someone lying in the gauge of the track), issue a Form D or TSRB addition instructing trains to operate through the affected area at Restricted Speed.
4. Continue to notify trains of the condition until a report is received that the area is clear. Notify the Control Center of the "all clear" report.

If notified of a "close call" involving a person almost struck by a train, it is imperative that proper notification be made and that the Train Controller involve the Manager of Train Operations, Train Master, Road Foreman, or Yard Master on duty to achieve proper documentation and follow-up.

8.2. TRESPASSER STRIKES / FATALITIES

When a train strikes a trespasser, or believes that someone may have been struck, the following procedure will apply regardless of the severity of the injury:

1. The train must be promptly stopped and the precise location of the strike and the location of the train must be reported.
2. Immediately report the occurrence to the Train Controller.
3. The Conductor is in charge until an Amtrak manager arrives on the scene.
4. The train and the locomotive Engineer must not be released from the scene until authorized by Amtrak police.
5. If the crew reports that the body or body parts are fouling tracks other than the track occupied by the incident train, a hold must be placed on such tracks until released by Amtrak police.
6. Tracks that are reported being clear may be operated on unless this is prohibited by Amtrak police or supervision on the scene.

8.3. STOP SIGNAL VIOLATIONS

Whenever it becomes known or suspected that there has been a Stop Signal violation, arrangements must be made to promptly stop the equipment. Thereafter,

the equipment must not be moved until authorized by the Manager of Train Operations, Train Master or Road Foreman on duty.

8.4. TRAIN PARTINGS

When a train parting has occurred and it becomes necessary to operate trains over the affected track before MW personnel can perform an inspection, the Train Director must follow these procedures:

1. Issue a Form D or a TSRB addition to the first train operating over the track where the parting occurred, requiring movement at Restricted Speed through the affected area.
2. If the first train operating over the track where the parting occurred reports nothing unusual, subsequent trains may be authorized to operate through the area not exceeding 30 MPH, until MW personnel have inspected the track.

Exception: *If any run-in contact occurs between the parted sections of the train (i.e., the rear section runs into the front section), a hold must be placed on the track until MW personnel have inspected the track.*

8.5. UNDERGRADE BRIDGE STRIKE NOTIFICATION AND REPORTING

There are four under-grade bridges in territory controlled by K Tower: K, L, and M Streets and Florida Avenue. When notified of a bridge strike on any of these bridges, the Train Director must take the following actions:

1. Stop any trains immediately approaching the bridge and apply blocking devices to prevent trains that have not received the “Bridge Strike” notification via TSRB addition or Form D from entering the affected area. These blocking devices must remain applied until the engineering department inspects the bridge and the restriction is lifted. Blocking devices may be removed to route a train through the restriction only after confirming that the crew has received a Form D or TSRB addition notification of the “Bridge Strike”. These blocking devices must be immediately reapplied. Blocking device application and removal must be recorded in the AIM system / Form D book.
2. Notify the Division Control Center.
3. Issue the “Bridge Strike” notification to approaching Amtrak mainline trains, and those about to depart, by using section C of the current Mid-Atlantic Division TSRB. After ensuring that the train is stopped, read the addition as follows:
 - a. “Mid-Atlantic Division TSRB effective 5:00 am (day and date); Section C, Bridge Strike SI 132-S2 in effect, Line WT, Between / At [see below], Dispatcher (initials).
 - i. For a bridge strike on K Street (MP 135.41), the location is “Between H signal bridge and K Tower”
 - ii. For a bridge strike on L Street (MP 135.33), the location is “Between J signal bridge and H signal bridge”
 - iii. For a bridge strike on M Street (MP 135.19), the location is “Between K signal bridge and J signal bridge”

iv. For a bridge strike on Florida Avenue (MP 135.02), the location is "Between New York Avenue overhead bridge and K signal bridge"

b. After a correct read-back by the Engineer, issue the "Time Effective."

Note: *(The effective time is established at the time the first train receives the "Bridge Strike" addition and does not change for subsequent trains).*

4. Issue a Form D addressed to:

C & E All Trains operating WT Line at Washington, via K Tower

C & E MARC Trains originating at Baltimore, Martins, or Perryville

C & E MARC Trains originating at Riverside, Brunswick, Martinsburg or Frederick

C & E VRE Trains originating at Broad Run or Crossroads

Washington Terminal Yard Crews, Station Engineers, and Utility Conductors

Circle line 13 and use the same format as section C of the TSRB: "Bridge Strike SI 132-S2 in effect: Line WT, Between / At [as indicated above]"

Addresses above can be modified depending on the time of day and how soon the bridge will be inspected and the restriction lifted. If the restriction will be lifted within 3 hours, use the address above. For example: "C&E Westward Trains at New York" is not included in the above address.

8.6. BOMB THREATS AND CODES (ALSO SEE APPENDIX 10.3 AND 10.4)

Any bomb threat or other information related to an explosive device received at K Tower, whether by telephone or by radio from a train crew, must be immediately reported to the Division Control Center.

If a bomb threat is made against Union Station (Code 2000), and the station is evacuated, take the following action with regard to trains:

1. Hold inbound trains at Washington Terminal home signals, if possible. Do not allow any train to enter the First Street tunnels. Inbound trains already on Washington Terminal property should be told to come to a safe stop and await further instructions. A train already in the First Street tunnel must be moved to clear the tunnel immediately. Once the train is stopped clear of the tunnel, the train is to remain at that location until further notice.
2. Inform all road and yard crews of the station evacuation due to Code 2000.
3. Trains ready to depart to the north and west should be ordered to do so as soon as possible.
4. Trains that are partially boarded should be ordered to de-train all passengers. The crew should inform passengers to remove all personal belongings, unless otherwise directed by Amtrak Police.
5. Trains ready to depart through the First Street tunnels should be ordered to de-train all passengers. The crew should inform all passengers to remove all personal belongings, unless otherwise directed by Amtrak Police.

8.7 EVACUATION OF K TOWER

The evacuation of K Tower will lead to a suspension of train movements into and out of Union Station until control has been reestablished. There is no alternate control location for “K” or “C” Interlockings. Operations or C&S staff can take local control of “A” Interlocking and Wye Bridge Switching Center.

In the event K Tower and Union Station are evacuated, no trains should be allowed to enter the station. The Train Director will seek specific instructions from the Manager of Train Operations/Trainmaster or Road Foreman regarding trains in the First Street Tunnels. All other trains will be held out of the terminal until it is determined that:

1. All K Tower employees have been safely evacuated and alternate control is established and/or K Tower is repopulated.
2. Union Station is again open for train service.

In the event an emergency situation makes it necessary to evacuate K Tower (but Union Station is unaffected and not evacuated), the following procedures will govern:

1. **The personal safety of the employees in K Tower is paramount and must take priority in an evacuation.** Before committing to any action, a determination must be made of the conditions and which evacuation routes are feasible. One employee must be designated to this task. Other employees will attempt, if safe to do so, to complete the following tasks. Immediate attention should be given to gathering working sheets, forms, logs, etc (#7 below).
2. Contact Division Control Center to notify all affected employees (Transportation, Mechanical and Engineering) in Washington Terminal that K Tower is evacuated and operations will be halted temporarily. DCC will also notify Division Management and CNOC.

DCC will instruct the Mechanical Department that trains should be placed on 480V HEP or ground power. If possible, main reservoir should be charged by locomotive or plant air to support functioning restroom facilities. Priority should be placed on live passenger trains for the comfort and well being of our passengers.

3. Contact CETC 1 and CSX Dispatchers and advise that K Tower is being evacuated and to hold all trains. The Train Director will also communicate with any departing trains that have an established route.
4. Inbound “live” passenger trains already on Washington Terminal property with established routes will be instructed to proceed on signal indication into a station track. Otherwise, they should be instructed to come to a safe stop and await further instructions.
5. Hold all other inbound trains at Washington Terminal home signals. Do not allow any train to enter the First Street tunnels. A train already in the First Street tunnel must be moved to clear the tunnel immediately.
 - a. A northbound train in the tunnel will be brought into a station track clear of the tunnel. The crew must then be advised the train will remain at that location until further notice.

- b. A southbound train in the tunnel will be instructed to proceed as normal on signal indication to CP Virginia and onto CSX track.
- 6. Trains ready to depart to the north and west should be ordered to do so as soon as possible. Routes and signals should be established.
- 7. The Train Directors and Asst. Train Directors will relocate to the Division Control Center at the REA Building and await further instruction.
 - a. The Train Director is responsible to designate other TDs/ATDs to gather all pertinent active Trainsheets, Record of Protection books (Blue Flag, Foul, Blocking Device Record, etc.), Form D book and any other time-sensitive, safety critical paperwork are brought to the REA Building to maintain continuity.
 - b. The Train Director should take the K Tower portable radio and maintain contact via 54-54 (Amtrak Road Channel).

9. EQUIPMENT AND ENGINE DEFECTS: Departing trains

Trains destined for the Amtrak Main Line and reporting any of the following defects before passing CP Avenue, the train must be backed into the station unless the defect can be repaired where the train stands:

- Horn failure (SI 19-S1)
- Radio failure on the engine
- Alerter failure
- ACSES or Cab Signal failure
- On-board hot bearing alarm on High Speed Trainset

9.1. ACSES OR CAB SIGNAL FAILURE

Trains destined for the Amtrak Main Line must not depart Washington Terminal without functioning cab signals and ACSES system. If the engineer of such a train declares a cab signal failure before passing CP Avenue (due to nonconformity with the fixed signals at “J” and “K” bridges), the train must return to the station. If the cab signals cannot be repaired, the engine must be shopped.

9.2. ON-BOARD HOT BEARING ALARM

A High Speed Trainset (HST) must be backed into the station if it experiences an on-board hot bearing alarm or any failure of the on-board hot bearing detection system before passing CP Avenue.

In the case of any other electric-powered train, an engineer reporting an on-board hot bearing alarm should be advised to follow the special instructions for this situation.

10. APPENDIX

10.1. FAX NUMBERS FOR WTYB AND FORM D'S

Form D Fax and Verification Numbers:

Location	FAX number	Voice Number	Notes
Crew Dispatcher	2411	2319	
Yard Master	3885	2336	Crew room
New York – 40 Office	8-521-7386	8-521-7466	FAX to and verify both 40 and T.O.C.
New York – T.O.C.	8-521-6459	8-521-6466	
CETC	8-728-4079	8-728-2251	For Penn Line MARC only. FAX to both Baltimore #s.
Baltimore	8-729-4299 8-729-4174	8-729-4285	
Martins	91-410-238-2419	91-410-238-2417	
CSX Martinsburg	91-304-262-4504	91-304-262-9315	For Brunswick Line MARC & Train 30 only
CSX Frederick	91-240-379-7258	91-240-379-7245	
CSX Brunswick	91-301-834-8020	91-301-834-9012	
CSX Riverside	91-410-244-8482	91-410-368-6214	Camden only
VRE Washington Crew Room	9-269-2716		Form Ds for VRE should go to all four locations
VRE Train Master Coach Yd.	2707		
VRE Crossroads (Fred'burg)	91-540-891-7817	91-540-891-0014	
VRE Broad Run (Manassas)	91-703-368-9874	91-703-368-6491	
Richmond	8-741-2925	8-741-2924	Crew room
Charlottesville	91-434-296-0769	91-434-296-2933	Ticket clerk
Newport News	91-757-928-0544	91-757-380-5131	Ticket clerk
CSX Jessup (private cars)	91-301-498-4135	91-410-792-7959	< 10 mph only

10.2. WASHINGTON TERMINAL TRAIN TYPES – ORDERS CARRIED

Train Type	Mid-Atlantic Division Bulletin Order	Mid-Atlantic Division TSRB	WTYB
Amtrak NE Corridor & MARC Penn Line	X	X	
Amtrak Zone 5	X		
CSX MARC	X		
VRE			X
Yard Crews	X	X	X

10.3. AMTRAK EMERGENCY RESPONSE TO BOMB THREATS AND TERRORIST ACTIVITY

The following guidelines and procedures have been established to assist the Amtrak Police and other employees when responding to a bomb threat involving Amtrak's "right of way," an Amtrak train, a station or facility.

The term "bomb threat" shall include threats or notice that an incendiary or explosive device has been or may be placed on Amtrak's "right of way," on a train, in a station or facility. The following codes are to be used to assist the police in responding to bomb threats.

Code 1000 The Non-Specific Threat - The most common bomb threat is classified as non-specific. A non-specific threat is when a caller or letter merely states there is a bomb on a train or in a station, but gives no specific details (e.g., a threat made against a train without identifying either the train name, number, time or location; or a threat involving a station, facility, tunnel or bridge without a specific name or location).

Code 2000 The Specific Threat - A specific threat is when a caller or letter provides a combination of specific information about the bomb (e.g., a specific train number, a specific station and or location in the station, such as the baggage room, specific luggage or baggage item, a particular time the device is to be detonated and/or a specific reason for placing the bomb).

Code 3000 A device or a suspected device has been discovered. Commonly, the discovery of a device or suspected device warrants a partial or full evacuation of the train or facility.

Unattended Item/Package

An unattended item or package is any object or package which is not accounted for and is foreign to employees of the train/facility and/or guests.

TRAIN DIRECTOR'S RESPONSIBILITY

Train Directors having received notification of a bomb threat from a train crew must notify the Coordinator of Train Operations (Division Control Center) and the Manager of Train Operations, Train Master or Road Foreman on duty.

The Coordinator of Train Operations (Division Control Center) will notify the Amtrak Police National Communications Center, the Division Road Foreman, the Road Foreman on duty, and the Consolidated National Operations Center.

The Train Director will follow the instructions of the Amtrak Police and relay information between the train crew and the police, if necessary.

1. Train Directors receiving direct bomb threats via telephone should:
 - a. Attempt to get another employee in K Tower to listen to the conversation on another phone. Note the K Tower phone line. Most lines are recorded and the conversation can be recovered remotely.
 - b. Write down as much of the conversation as possible.
 - c. Try to get the caller to be as specific as possible.
 - d. Listen carefully to:
 1. Try to detect any background noises that may help identify the location of the caller
 2. Try to determine any distinguishing characteristics about the callers voice or accent.
 - e. Notify the Amtrak Police, Coordinator of Train Operations (Division Control Center) and the Manager of Train Operations, Train Master or Road Foreman on duty.
2. Train Directors receiving bomb threat information involving a train from the Amtrak Police, will notify the train crew govern by the instructions of the police.

Quick Reference Cards for Handling Bomb Threats printed for T&E and station personnel will be available to Train Directors and Asst. Train Directors.

10.4 INITIAL RESPONSE TO A CONFIRMED DETONATION OF AN EXPLOSIVE DEVICE

In the event of a confirmed detonation of an explosive device on an Amtrak train, station, facility, or other railroad infrastructure, Special Instruction F-S2 "Host Railroad and Amtrak Joint Security Procedures", will apply. (See *S.I. F-S2 in the NEC System Special Instructions*) In addition, when K Tower receives this notification:

1. The Train Director will notify the Coordinator of Train Operations (Division Control Center) and the Manager of Train Operations, Train Master or Road Foreman on duty.
2. The Train Director will instruct all Dispatchers to instruct trains to come to a safe stop, clear of tunnels, bridges and rail stations¹ (when practicable).
3. The Coordinator of Train Operations will then contact the other NEC dispatching offices, the Amtrak Police National Communications Center, the Consolidated National Operations Center (CNOC), and connecting foreign carriers.
4. The National Communications Center will notify the proper 9-1-1 center to have help respond. CNOC will advise the Division Control Center as to if and where to evacuate other trains. CNOC will advise connecting foreign carriers.

Confirmation Code: 2020